

Job Title: Order Fulfillment Associate

Company: WolfPack Tackle Inc.

About Us:

WolfPack Tackle Inc. specializes in manufacturing premium fishing lures and related products. Our mission is to deliver top-quality, innovative, and reliable gear at affordable prices while ensuring complete customer satisfaction.

Job Description:

We are seeking a detail-oriented Order Fulfillment Associate to join our dynamic team. This role is essential to our operations, combining light assembly work with some administrative office responsibilities. The ideal candidate will have a keen eye for detail, strong organizational skills, and the ability to work effectively in a fast-paced environment.

Key Responsibilities:

- Assemble fishing tackle and related products according to specifications.
- Pick, pack, and prepare customer orders for shipment accurately and efficiently.
- Perform quality checks to ensure all products meet company standards.
- Maintain inventory accuracy by updating records and reporting discrepancies.
- Assist with office tasks, including data entry, order processing, and customer inquiries.
- Collaborate with team members to meet daily production and fulfillment goals.
- Keep the work area organized, clean, and compliant with safety standards.

Qualifications:

- High school diploma or equivalent.
- Strong attention to detail and commitment to accuracy.
- Basic computer skills, including familiarity with email and data entry software.
- Ability to multitask and prioritize workload.
- Good communication and teamwork skills.
- Previous experience in assembly, order fulfillment, or office work is a plus but not required.

What We Offer:

- Competitive salary.
- Comprehensive benefits package, including health insurance and paid time off.
- Daily lunches catered by private chef (\$6 per day)
- Opportunities for growth and development within a supportive team environment.

How to Apply:

If you are passionate about delivering high-quality work and contributing to a team-driven environment, we want to hear from you! Submit your resume and cover letter to sales@wolfpacktackle.com.

WolfPack Tackle Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.